**Project Planning Process**

**Meaning of a project**

The word project comes from the Latin word projectum from projicere “ to throw something forwards” which in turn comes from pro-, which denotes something that precedes the action of the next part of the word in time (paralleling the Greek) and jacere, “to throw”. The word “project” thus originally meant “something that comes before anything else is done”. When the word was initially adopted it referred to a plan of something not to the act of actually carrying this plan out. Something performed in accordance with a project was called an object. This use of “project” changed in the 1950s when several techniques for project management were introduced.

**Definition of a project**

A group of activities that have to be performed in a logical sequence to meet pre set objectives outlined by the client.

It may make it easier to defined it we instead list the characteristics of a project which would include;

* A start and a finish date
* A budget
* Activities which are essentially unique and not repetitive
* Roles and relationships which are subject to change and need to be developed, defined and established
* A life cycle

**Process of project planning**

The project formulator should ensure that the project prepared by him,

1. Is the best alternative to tackle a certain problemin the presence of a number of constraints
2. Involves least use of resources
3. Is sound from financial, economic, technical, commercial and managerial view points; and
4. Has certain flexibility to adjust to any change which may take place during its implementation phase.

**Features of a project**

1. **Introduction**

Project may contain a brief introductory note/ write up indicating its scope, importance and the weight age of the education sector in the development plan being followed currently. There might be some identical projects having been implemented previously. Problems faced in such projects should be highlighted and possible solution maybe suggested.

1. **Background**

A brief reference to plans and policies of the government in respect of the education sector may be made. The idea here is to see as to how far the project is going to be an effective instrument to achieve the sect oral objectives and targets.

1. **The project area**

The area where project is to operate maybe explored fully so as to establish its suitability. For this purpose, different surveys may be undertaken to collect technical data. Following aspects of the project area are;

1. Physical Resources
2. Population and Employment
3. Physical Infrastructure
4. Institutions
5. **Objectives and phasing of the project**

Objectives of the project maybe spelt out in specific terms. This will help identify various project activities and their completion in a more logical sequence.

1. **Choice of location, production process and size**

At the stage of project formulation, factors such as location, production process. Size etc, needed to be studied in depth in accordance with the nature of the project. The choice of production process will mostly be governed by technical consideration. However, natural conditions and supply of factors of production will also make a lot of differences.

1. **Project’s major works and other components**

In order to give physical shape to a project, major works and essential components have to be indicated with maximum accuracy. These works and activities classified as under;

1. Major works
2. Ancillary works and building
3. Equipment
4. **Phasing of works and activities**

A project maybe spread over any length of time. For this reason, project works are split up into different phases. Generally, projects are phased out on fiscal year basis.

1. **Project cost**

Different project costs are as under;

1. Capital costs
2. Recurrent costs
3. Local and foreign currency costs
4. Phasing of costs
5. **Financing of the project**

There could be a various sources to finance a project. In brief these sources are;

1. Government sources
2. Grant
3. Loan
4. Investment
5. Direct Government Expenditure
6. Sponsoring Agency’s own fund
7. Private investment
8. Local body services
9. Non government borrowing
10. Other sources (Recoveries)
11. **Organization and Management**

For this purpose, through analysis of requirements in terms of skilled, semi skilled and un skilled manpower is essential. Along with this the position with regard to the availability of the requisite manpower also needs to be examined.